

## Moving Policy

Update: June 2019

Moving services are provided by the Facilities and Operations Material Services unit. A work order request must be submitted to Facilities and Operations, at least two weeks in advance, before the move is to take place for proper scheduling. A departments' shortcode or chartfields is required when the initial work order request is submitted.

### Moving Request

Move jobs can be requested by contacting the Facilities and Operations department, or by submitting a "Work Order Form" through Facilities and Operations' web site next to the "Facilities Can Do!" red button. Your request should include a **complete list of all items** to be moved. The name and telephone number of a contact person in your department should also be included in order to answer all questions or concerns that the movers may have concerning your move job.

### Moving Charges

Material Services basically have a "two men (student movers) and a truck" operation. The minimum charge for all move jobs is two student movers' wages at 1 hour. Beyond the minimum charge, departments will be charged an amount equal to the cost of labor needed for the move job to be completed. Please check with the Facilities and Operations department for the current moving rate being charged at the time of your move.

Facilities and Operations is not manned, nor funded, to accomplish large departmental moves. If you have a large departmental move job, a moving company should be contracted. Procurement and Contracts (762-3488) has annual contracts set up with moving companies for larger moves jobs.

### Moving Guidelines

Moving on the Flint campus is one of the many responsibilities of the Facilities and Operations Material Services unit. The primary responsibilities of Material Services are shipping/receiving, package deliveries, material pick up for the departments' various units, inventory control, etc. Moving services may be delayed depending on a specific day's work activities that are taking place at the time.

Move jobs typically consist of an office, or two and related furniture or furniture being moved to and/or from storage, etc. These are the types of move jobs that can be accepted by the Material Services unit. To assist in determining your work requirements, please follow the guidelines listed below:

- Allow up to two weeks to complete the work order request. If you cannot wait this long, communicate this in your work order request. We'll make every attempt to accommodate

your schedule. If we're unable to accommodate your schedule, you'll need to employ the services of a moving contractor at your departments' expense.

- Make sure that everything to be moved is clearly identified (tagged) and listed in the work order request. When moving boxes, list only the number of boxes and their approximate size - not the actual contents. Without a detailed list of items to be moved, we cannot efficiently plan on the equipment and staff required to support you.
- Ensure that someone is available from your department to point out exactly which items are to be moved and where their final destination is. We only plan and schedule our movers to move the items once. If no one is going to be present, a floor plan must be posted at the final destination or given to the movers prior to the move job. It is strongly recommended that someone be present on both phases of the move as this virtually eliminates moving mistakes. You're the expert on those items that are required to go, not the movers. The less we leave for interpretation, the smoother the move will go.
- Move jobs are normally performed on Fridays only. There are special arrangements that can be made to perform a move on a different day. These will be determined according to the specific needs of the department and the availability of Material Services staff.

Due to the weight of some office equipment and employee safety concerns, it is essential that the office furniture is emptied and packed in boxes. Computers/equipment should be unplugged before the movers arrive. If these actions don't take place before the movers arrive, we may not be able to perform your move as scheduled and will need to reschedule the move job to a later date.

During the move job, some office furniture may need to be placed on its side in order to move the furniture through a doorway, etc. The contents will be disturbed or possibly damaged, so please remove all items prior to the arrival of the movers.

When packing boxes, crates, etc., when possible, please limit the weight to approximately 50 lbs. per box, crate, etc. Mark all boxes that contain fragile/breakable items so the movers can give them special care.

While the movers take every precaution to safeguard University property, damage can occur. ***Facilities and Operations is not responsible for replacing damaged furniture.*** We'll attempt to repair all damage, but if the item needs to be replaced, this is a matter that will need to be handled between your department and the University's insurance system.

When the movers have completed the move, you'll receive a "Facilities and Operations Customer Survey" through e-mail. We'd appreciate if you'd take the time to fill out this short survey. It's a very valuable source of feedback concerning our moving services.

### Floor Plans

To help ensure proper planning of your move, it's a good idea to include a floor plan with your work order request. If service is requested via telephone or e-mail, a floor plan may be sent in the campus mail or as an attachment to your e-mail request.

## Packing

Removing and packing of all items in furniture to be moved is the responsibility of the department. Typically, for moves within buildings, items may be left inside standard file cabinets. Desks or credenzas that need to be moved through doorways will need to be emptied. Lateral files and bookcases must be emptied prior to moving. For moves outside a building, all items must be removed from the furniture to be moved.

## Inclement Weather and Your Move

Should your move be cancelled due to inclement weather, every effort will be made to reschedule as soon as possible.

If you wish to discuss any further information concerning your move job, please contact Dan Sherman at 762-0648 or Facilities and Operations at 762-3223.